

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

JOB OPPORTUNITY
Contract Volunteer Convenor

Job
#N2017-21

GENERAL DESCRIPTION: The position will be responsible for developing the volunteer base of Neighbourhood Link Support Services and facilitating the assignments of those volunteers. The Volunteer Convenor is also responsible for certain fund-raising activities as delegated.

Scheduled hours of work will not exceed 37.5 hours per week and may include evening and weekends. Contract dates: Asap to November 1, 2018.

MAJOR DUTIES:

- Liaise with all departments to determine needs.
- Recruit and foster new volunteers for Neighbourhood Link Support Services.
- Recommend to volunteers the appropriate task(s) within the agency suitable to their particular talents and personal wishes, evaluate effectiveness, and reassign volunteer duties as necessary.
- Provide training and orientation sessions to new volunteers.
- Adhere to policies and procedures, and ensure that volunteers are familiar with such policies and procedures and adhere to them.
- Maintain and keep up-to-date accurate volunteer records, statistics, and databases.
- Prepare volunteer invitation lists, and coordinate appreciation events.
- In conjunction with other staff, plan, initiate and implement programmes to develop volunteerism within Neighbourhood Link Support Services' Family of Agencies.
- Maintain client confidentiality and adhere to Neighbourhood Link Support Services policies and procedures.
- Participate in team meetings, regular staff meetings, and a minimum of three agency events and/or fundraising activities annually.
- Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma or certificate from a recognized institution in volunteer management or a related discipline is preferred.
- Two or more years of related professional experience.
- Proficient in the use of computer software, particularly MS Office, Internet applications and databases.
- Knowledge of the East Toronto community and acquaintance with local organizations and activists to effectively tap into sources of volunteers.
- Initiative and a demonstrated ability to work with minimal supervision.
- Good administrative skills.
- The skill and patience to deal with and resolve the concerns, conflicts and issues expressed by clients, staff, volunteers, and others.
- The physical strength and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease, as well as irate and abusive persons.
- A valid Ontario Drivers License is preferred.

This is a brief summary. For a complete job description, please contact Human Resources.

Terms: Full time contract bargaining unit position, 37.5 hours per week. Contract dates: Asap until November 1, 2018

Pay Rate: Level 6, Step 1 \$44,850.00 annually, prorated to the hours of work

Posting Date: November 10, 2017 Internal Closing: November 16, 2017 External Closing: November 20, 2017

**To apply, submit your resume and cover letter with "N2017-21," in the subject line of your email or fax to
Human Resources, Neighbourhood Link Support Services, 3036 Danforth Ave, ON M4C 1N2
E-mail: tcandido@neighbourhoodlink.org Fax: 416 691-8466**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.

